

DIVISION OF WATER QUALITY

CHAPTER 1: NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS

This chapter describes the responsibilities of employees and the procedures involved in issuing NPDES permits.

General

It is the responsibility of the State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (Regional Water Boards), collectively (Water Boards), to preserve, enhance, and restore the quality of the State's waters through the development of Water Quality Control Plans (Basin Plans) and the issuance of waste discharge requirements (WDRs). WDRs issued pursuant to section 402 of the Clean Water Act (CWA) also serve as NPDES permits. All NPDES permits are also WDRs, but not all WDRs serve as NPDES permits. The Water Boards can issue WDRs for discharges to land and for discharges to surface waters, including surface waters not under federal jurisdiction, that are not required to be regulated under an NPDES permit.

Authority

Pursuant to section 402 of the CWA and to section 13370 of the California Water Code (CWC), the United States Environmental Protection Agency (USEPA) has approved the State's program to issue NPDES permits. This is to ensure, to the greatest extent possible, that discharges to surface waters do not adversely affect the quality and beneficial uses of such waters.

NPDES permits are required for all dischargers (municipal, industrial, and other) that discharge "pollutants" from any "point source" into "waters of the United States" [40 Code of Federal Regulations (40 CFR) Part 122]. As defined in the CWA, "waters of the United States" applies to most surface waters, including rivers, lakes, estuaries, coastal waters, and wetlands. USEPA has created a website with information on the CWA's definition of "waters of the United States" and the *Rapanos v. United States* decision.

Staff Duties

NPDES staff performs the following tasks when developing and issuing an NPDES permit pursuant to CWC, Division 7, Chapter 5.5, including:

1. Processing and reviewing an NPDES application;
2. Reviewing monitoring reports and conducting reasonable potential analysis;
3. Performing inspections and holding meetings to gather information and resolve issues relevant to preparing the NPDES permit;
4. Drafting NPDES permits and preparing Water Board agenda items;
5. Notifying the public and responding to public comments;
6. Making presentations to the Water Board members and the public at public meetings; and

7. Sending the adopted and signed permit to the discharger, and copies of the adopted and signed permit to U.S.EPA, U.S. EPA's contractor, State Water Board, and interested parties.

Program Management

The Water Boards issue NPDES permits in accordance with a Memorandum of Agreement (MOA) between USEPA and the State Water Board. The Water Boards must adhere to the provisions and time schedules laid out in the MOA. USEPA may comment upon or object to the issuance of a permit or the terms or conditions therein. Pursuant to the MOA, Water Boards may accommodate objections made by USEPA within 90 days of receipt of the draft permit or USEPA may choose to issue the permit.

State and Regional Board Responsibilities

The State Water Board establishes policies and regulations that help protect and restore water quality in California. The State Water Board also coordinates with and supports Regional Water Board efforts, and reviews Regional Water Board actions. The Regional Water Boards issue most NPDES permits, perform inspections of facilities, and take enforcement actions against those who violate permits and water quality standards. See part I.C.2 and I.C.3 of the MOA for more information regarding Water Boards' responsibilities.

Exclusions

Certain discharges to surface waters, such as sewage from vessels, do not currently require an NPDES permit. A description of these excluded discharges can be found in 40 CFR Part 122.3. Filing of an NPDES application and/or issuance of an NPDES permit cannot be waived. However, if a particular point source discharge does not add pollutants to surface water or degrade water quality, it is not subject to regulation under an NPDES permit and no application need be filed.

Transfer of Permit

The current discharger must notify the Regional Water Board Executive Officer (EO) at least 30 days prior to a proposed transfer of a permit to another discharger. The notification must include a written agreement between the current and proposed discharger that contains a transfer date, coverage, and liability. Unless the Regional Water Board EO notifies the current and proposed discharger of intent to modify, revoke, or reissue the permit within 30 days, it is automatically transferred to the new discharger [40 CFR Part 122.61(b)].

If, during the 30-day period, the Regional Water Board EO notifies the current discharger and the proposed discharger of intent to modify or reissue the permit, the EO should indicate whether the current permit remains in effect and provide the schedule for completing the proposed actions.

This information should be kept in the administrative record and should be updated in the California Integrated Water Quality System (CIWQS).

Revocation and Reissuance

The Water Boards can revoke permits to make a major modification or to terminate coverage. NPDES permits typically expire five years after issuance and the Water Boards can reissue (renew) every five years or less (40 CFR Part 122.46).

Termination

The Water Boards may terminate a permit during its term or at the time of submittal of a renewal application for any of the following reasons (40 CFR Part 122.64):

1. The discharger fails to comply with any condition of the permit.
2. The discharger either fails to disclose a relevant fact in the application or misrepresents the facts at any time.
3. The permitted activity endangers human health or the environment and only through permit modification or termination can this be avoided.
4. There is a change to a Basin Plan, discharge prohibition, waste load allocation, or any other condition that requires a temporary or permanent reduction or elimination of a discharge controlled by the permit.

Types of Applications

The applicant must submit adequate information to allow the Water Board to write a permit. Forms used to assist the applicant in providing this information include:

Application Type	U.S. EPA Form No.	Description
Form 200	N/A	General Information. complete in conjunction with all permit forms. This form is the State water Board equivalent of the federal Form 1.
Form 1	13510-1	General Information. This form may also need to be completed. Publicly Owned Treatment Works (POTWs) do not need to submit this form.
Form 2A	3510-2A (replaces 7550-6 & 7550-22)	Application for permit to discharge municipal wastewater from new and existing POTWs.
Form 2B	3510-2B	Application for permit to discharge wastewater from concentrated animal feeding operations and aquatic animal production facilities.
Form 2C	3510-2C	Application for permit to discharge wastewater

Form 2D	3510-2D	from existing manufacturing, commercial, mining, and silvicultural operations. Application for permit to discharge process wastewater from new manufacturing, commercial, mining, and silvicultural operations.
Form 2E	3510-2E	Application for permit for facilities that discharge only non-process wastewater that is not regulated by effluent limitations or new source performance standards.
Form 2F	3510-2F	Application for permit to discharge storm water associated with industrial activity.
Form 2S	3510-2S	Application for facilities that treat domestic sewage.
Notice of Intent	N/A	A Notice of Intent (NOI) to comply may be used to facilitate enrollment under a general permit. There is no specific form for an NOI.

Location Map

All applications must include a topographic map (or other map if a topographic map is unavailable) extending one mile beyond the property boundaries of the source of the discharge (40 CFR Part 122.21).

Application Fees

An application fee must accompany each application for a new NPDES permit. Fees are not required for applications for reissuance or for major modifications of an existing permit since the discharger is already subject to the annual fee program.

Note: Minor permit modifications do not require a new application submittal.

See California Code of Regulations (CCR), Title 23, Sections 2200 for the fee schedule, and sections 2200.1 – 2201 (Title 23, Division 3, Chapter 9, Article 1. Fees) for the procedures for collection. It is the responsibility of the Regional Water Board staff to determine the appropriate fee. If staff cannot resolve a dispute by a discharger over an appropriate fee, the issue shall be referred to the Regional Water Board for resolution. If the discharger is still unsatisfied, the Regional Water Board decision may be appealed to the State Water Board using normal procedures for appeals (see Petitions for Review, page 16 in this Chapter).

Application Review

Permit writers review applications for completeness to ensure that every section of the application must be either completed or marked "N/A." Staff also must verify the authority of the signature. Where applicable, USEPA Development Documents for Categorical Industries should be consulted to verify that the effluent has been properly characterized. All unit conversions and concentration values shall be reviewed for accuracy and consistency with analytical detection limits. A location map and water-use line diagram shall be included.

Within 30 days of receipt of the application, the Regional Water Board EO or designee must notify the applicant of receipt to meet California Environmental Protection Agency Bill of Rights for Environmental Permit Applicants requirements.

No permit will be issued if any of the following occurs:

1. The discharge contains a radiological, chemical, or biological warfare agent or high-level radioactive waste.
2. The Secretary of the Army, acting through the Chief of Engineers, finds the discharge would substantially impair anchorage and navigation.
3. The discharge is in conflict with an approved plan pursuant to section 208(b) of the CWA.

Antidegradation

All permits must be consistent with applicable state and federal antidegradation requirements. Permit writers should consult their respective attorneys if questions arise regarding application of antidegradation policies to particular permits.

In 1968, the State Water Board adopted Resolution No. 68-16, Statement of Policy with Respect to Maintaining High Quality of Waters in California (Antidegradation Policy), which establishes the intent that, where waters of the state are of higher quality than required by state policies, including Basin Plans, such higher quality waters shall be maintained to the maximum extent possible consistent with the maximum benefit to the people of the state. The Antidegradation Policy applies to changes in water quality occurring after its adoption in 1968.

The Antidegradation Policy provides a two-step process to comply:

1. If a discharge will degrade high quality water, the discharge may be allowed if all of the following apply to the change in water quality: it is consistent with the maximum benefit of the people of the state; it will not unreasonably affect present and probable beneficial uses; and it will not result in water quality less than that prescribed in state policies (e.g., water quality objectives in Basin Plans).
2. Any activities that result in discharges to high quality waters are required to implement Best Practicable Treatment or Control of the discharge necessary to avoid pollution or nuisance and maintain the highest water quality consistent with the maximum benefit to the people of the state.

There is also a federal antidegradation policy, which was promulgated in 1975 and is found in 40 CFR 131.12. The State Water Board has interpreted Resolution No. 68-16 to incorporate the federal antidegradation policy where the federal policy applies. For additional resource materials on antidegradation, see the 1990 Antidegradation Administrative Procedures Update, which contains guidance on implementing Resolution No. 68-16 and the federal antidegradation policy. In addition, see Questions and Answers for Resolution No. 68-16 and more recent interpretations in the following petitions, adopted as orders by the State Water Board:

- Water Quality Order 73-4
- Water Quality Order 86-17
- Water Quality Order 91-10

Antibacksliding

CWA section 402(o) contains antibacksliding provisions, which restrict the permit issuer's ability to relax effluent limits in reissued permits. See also 40 CFR Part 122.44(l). The State Water Board's Office of Chief Counsel (OCC) has also issued a memorandum that addresses to what extent effluent limitations in NPDES permits can be relaxed in conjunction with total maximum daily loads. Permit writers should consult with their respective attorneys if questions arise regarding the applicability of antibacksliding provisions to permit provisions.

More information can be found in the following petitions:

- Water Quality Order 96-13
- Water Quality Order 2001-06
- Water Quality Order 2001-16
- Water Quality Order 2003-0009
- Water Quality Order 2003-0012

Best Management Practices (BMP) Programs

Dischargers who use, manufacture, store, handle, or discharge any toxic or hazardous pollutants in operations ancillary to manufacturing must submit a BMP program with their NPDES application. A BMP program is intended to prevent the release of significant amounts of toxic or hazardous pollutants into a water source. Toxic pollutants are oil and those substances listed in 40 CFR Part 401.15 designated pursuant to section 307(a)(1) of the CWA. Hazardous pollutants are listed in 40 CFR Part 116.4 Tables A and B and are designated as hazardous substances in accordance with section 311(b)(2)(A) of the CWA.

A BMP program shall incorporate provisions for management of:

1. Materials storage areas;
2. In-plant transfer of materials;
3. Process and materials handling areas;
4. Loading and unloading operations;

5. Plant site runoff, and
6. Sludge and waste disposal areas.

Categorization and Classification

Regional Water Board staff shall categorize and classify all dischargers according to their threat to water quality (TTWQ) and their complexity. In addition, NPDES dischargers shall be classified as major or minor dischargers.

Threat to Water Quality

Category “1” – Discharges of waste that could cause the long-term loss of a designated beneficial use of the receiving water. Examples include the loss of drinking water supply, the closure of an area used for water contact recreation, or the posting of an area used for spawning or growth of aquatic resources, including shellfish and migratory fish.

Category “2” – Discharges of waste that could impair the designated beneficial uses of the receiving water, cause short-term violations of water quality objectives, cause secondary drinking water standards to be violated, or cause a nuisance.

Category “3” – Discharges of waste that could degrade water quality without violating water quality objectives, or could cause a minor impairment of designated beneficial uses as compared with Category 1 and Category 2.

Complexity

Category “A” – Any discharge of toxic wastes, any small volume discharge containing toxic waste or having numerous discharge points or ground water monitoring, or any Class 1 waste management unit.

Category “B” – Any discharger not included above that has physical, chemical, or biological treatment systems (except for septic systems with subsurface disposal), or any Class 2 or Class 3 waste management units.

Category “C” – Any discharge for which WDRs have been prescribed pursuant to section 13263 of the CWC not included as a Category “A” or Category “B” as described above. Included would be discharges having no waste treatment systems or that must comply with best management practices, dischargers having passive treatment and disposal systems, or dischargers having waste storage systems with land disposal.

NPDES Major/Minor Classification

The permit writer can use USEPA’s NPDES rating worksheet to classify industrial dischargers under the federal rating system. POTWs with design flows equal to or greater than one million gallons per day (MGD) and those with design flows less than one MGD but with actual or potential adverse environmental impacts are classified as major dischargers. Regional Water

Boards are responsible for submitting completed worksheets for potential industrial major dischargers to U.S. EPA, which alone has final authority to designate major dischargers. Industrial dischargers with a score of 80 or higher are classified as major dischargers. Regional Water Boards shall notify USEPA in writing of all municipal major discharger designations.

Procedures for Drafting a Permit

File review Before drafting a permit, the permit writer or USEPA's contractor writing the permit should conduct a file review including, but not limit to reviewing compliance inspection reports, self-monitoring reports, correspondence, and other documentation. This material will provide insight into problems and changes in plant operations and may point to a need to issue the discharger a compliance schedule.

Facility Inspections The permit writer or USEPA's contractor writing the permit should visit/inspect the facility to gain a better understanding of the facility being permitted and to ensure that the permit application reflects actual site conditions. This would be especially important if significant pollution control or treatment improvements will be required; if there have been frequent problems in complying with the present permit; and if there is known storage, treatment, or disposal of hazardous wastes. Procedures for conducting an inspection may be found in USEPA's NPDES Compliance Inspection Manual, updated in July 2004.

Review of Regulations and Resource Materials. Federal regulations establishing procedures for issuing NPDES permits are found in 40 CFR Parts 122-124. Guidelines for establishing effluent limits for 29 categories of industries are located in 40 CFR, Subchapter N, parts 400-471. Changes or additions to these regulations are published in the Federal Register and are incorporated in the yearly update of the Code of Federal Regulations.

In addition to the Federal Register system, there are a number of other documents available on the USEPA NPDES Web site and on the State Water Board NPDES reference Web site. Publications such as trade journals, technical manuals, textbooks, and other literature may also be referenced.

Significant Figures

Effluent limits are generally expressed with a certain number of significant figures. Treat water quality standards as exact numbers and apply the scientific rule of rounding significant figures. In other words, water quality standards should be seen as true constants or conversion factors, and not as measured values, similar to the definition that exactly 12 inches make a foot. Under this option, any measured value greater than the standard is an exceedance of the standard. For example, assuming the copper objective is 3 and the maximum effluent concentration is 3.1. Thus, there is a reasonable potential to exceed the standard and an effluent limit is needed.

The Permit Format - Permit Standardization

The structure of the NPDES permit will follow the Standardized Template. There are two templates. One template follows the Policy for Implementation of Toxics Standards for Inland Surface Waters, Enclosed Bays, and Estuaries of California (SIP) and the other follows the California Ocean Plan.

Both templates include the following sections in the permit:

1. Cover Page
2. Facility Information
3. Findings
4. Discharge Prohibitions
5. Effluent Limitations and Discharge Specifications
6. Receiving Water Limitations
7. Provisions

The templates also include the following as attachments:

1. Definitions
2. Map
3. Flow Schematic
4. Standard Provisions
5. Monitoring and Reporting Program
6. Fact Sheet
7. Reasonable Potential Analysis Table (currently SIP only)

Note: The California Ocean Plan Reasonable Potential Analysis Table is in development. Permit writers may choose to include additional attachments as needed.

Permits Subject to Review by the State Water Board

U. S. EPA and the State Water Board may choose to comment on Regional Water Board actions, including draft NPDES permits, before or during the comment period. The Regional Water Boards should post the applicable documents on their Web site and send out notice of their availability to USEPA and State Water Board.

Review

If U.S. EPA mails an initial objection (pursuant to 40 CFR Part 123.44) within 30 days of its receipt of a pre-notice draft permit or draft permit, the Regional Water Board shall not issue the permit until USEPA has issued a letter withdrawing its objections. If U.S. EPA does not withdraw its objections, the procedures outlined in Section II of the NPDES MOA between U.S. EPA and the State Water Board shall be followed.

Notice of Public Hearing and Distribution of the Draft Permit

The State or Regional Water Board may elect to prepare a pre-notice draft permit. The purpose of the pre-notice draft permit is to resolve potential problems and U.S. EPA objections before the permit is noticed for public review. If the State or Regional Water Board does not receive a U.S.EPA initial objection within 36 days of mailing the pre-notice draft permit, the State or Regional Water Board may proceed with the public notice process.

The State or Regional Water Board shall issue the public notice and conduct all public participation activities for NPDES permits in accordance with those provisions of 40 CFR Part 124, applicable to state programs.

All U.S. EPA comments and objections to a pre-notice draft permit, draft permit, or both, and all correspondence, public comments, and other documents associated with any USEPA objections shall become part of the administrative record/permit file and shall be available for public review.

A Notice of a Public Hearing shall be circulated at least 30 days in advance of the hearing. The public notice of the draft permit may be circulated at the same time for a period of 30 days.

For major facilities and general permits, the Notice of Public Hearing shall be published at least one day in a daily or weekly newspaper of general circulation in the area affected by the facility or activity for which the permit is being considered.

Notices and draft permits should be posted on the Regional or State Water Board's Web site. Dischargers and interested parties should be notified of their availability electronically when possible. The State Water Board utilizes the Lyris Listserv Management System program as a way to maintain electronic mailing lists.

The notices shall contain the following minimum information:

1. Name and address of the office processing the permit action for which the notice is being given;
2. Name and address of the discharger or permit applicant and, if different, of the facility or activity regulated by the permit;
3. A brief description of the business conducted at the facility or activity described in the permit application or the draft permit;
4. Name, address, and telephone number of a person from whom interested persons may obtain further information, including copies of the draft permit, Fact Sheet, application, and other applicable documents;
5. A brief description of the comment procedures, the time and place of any hearing that will be held, and other procedures by which the public may participate in the final permit decision; and

6. A general description of the location of each existing or proposed discharge point and the name of the receiving water.

Public Access to Information

Refer to the State Water Resources Control Board Public Records Center for information on access to public records.

In general, permit applications, including any information submitted on the forms themselves and any attachments to the forms, permits, and effluent data may not be claimed confidential. The Regional Water Board may protect any other information claimed to be confidential pursuant to 40 CFR §122.7(b) and © and the provisions of the California Public Records Act. Any information appropriately given confidential status shall be disclosed upon request to other State and federal agencies.

Response to Comments

A written response to comments is required when a final permit is issued. At State or Regional Water Board meetings during which adoption of draft permits is to be considered, a written response to all substantive comments should be provided. This response should:

1. Specify which provisions, if any, of the draft permit have been changed in the final permit decision and the reasons for the change;
2. Briefly describe and respond to all significant comments on the draft permit raised during the public comment period or during any hearing or meeting; and
3. Be available to the public. Supporting materials shall be included in full and may not be incorporated by reference. However, such materials may be incorporated by reference if:
 - o They are already part of the administrative record in the same proceeding,
 - o They consist of state or federal statutes and regulations,
 - o They are USEPA documents of general applicability, or
 - o They are reference materials which are generally available.

As directed by the Regional Water Board EO, a commenter must make supporting materials not included in the administrative record available to the Regional Water Board. An extended comment period (longer than 30 days) may be necessary to allow the commenter a reasonable opportunity to comply with the requirements of this section. Additional time shall be granted pursuant to 40 CFR Part 124.10 when a commenter demonstrates the need for such time.

Content and Presentation of the Agenda Item

The agenda item relating to adoption of tentative NPDES permits shall consist of a Staff Report, Fact Sheet, proposed permit provisions (including time schedules, and a monitoring program), and any other pertinent material as determined by the Water Boards.

After the permit is adopted, signed copies shall be transmitted within two days to the discharger, each concerned agency, USEPA, the State Water Board NPDES Program Manager, and other interested persons upon request. The State Water Board NPDES Program Manager shall maintain a file of all NPDES individual and general permits.

Conduct of the Public Hearings

Public Notice of the hearing shall be given as previously specified.

Any person may submit oral or written statements and data concerning the draft permit. The Hearing Officer may set reasonable limits on the time allowed for oral statements and require submission of statements in writing. The public comment period shall automatically be extended to the close of any public hearing under this section. The Hearing Officer may also extend the comment period by so stating at the hearing.

A tape recording or written transcript of the hearing shall be made available to the public.

Additional public hearings may be held at the discretion of the State or Regional Water Board, for instance, whenever such a hearing might be necessary to clarify one or more issues involved in the permit decision.

Acceptance of late written evidence should be done on a case-by-case basis in consultation with legal counsel.

Final Permits

Individual NPDES permits adopted by the Water Boards shall become effective on the adoption date only when:

1. USEPA has not objected to the permit;
2. There has been no significant public comment;
3. There has been no material change to the latest version of the draft permits sent to USEPA for review (unless changes were made only to accommodate U.S. EPA comments); and
4. The State or Regional Water Board does not specify a different date at the time of adoption.

If the above criteria are not satisfied, the final permit becomes effective 50 days after adoption.

General NPDES permits adopted by the Water Boards shall become effective 100 days after the date of adoption unless:

1. There has been significant public comment;
2. Changes have been made to the latest version of the draft permit that was sent to USEPA for review (unless the only changes were to accommodate U.S. EPA's comments); or

3. The State or Regional Water Board specifies a different date at the time of
4. adoption.

Administrative Record

An administrative record is a legal record and contains all documents pertinent to the NPDES permit. All significant activities conducted in the development of a permit must be documented and placed in the discharger's file. Telephone calls, compliance inspections, monitoring report reviews, and correspondence should be documented routinely on standard forms. When developing the draft permit, the permit application, all formal notes, calculations, meeting reports, literature references, draft permits, public notice, proof of publication from newspapers, the list of interested parties, comment letters and responses, and the Board meeting agenda should be entered into the file. The name of the permit writer and the date shall be included on all materials. The file is a public record and accordingly should be in a neat, orderly, complete, and retrievable format so that the permit development history can be reconstructed. This should be done while developing the permit to avoid compiling it at the last minute in response to a petition.

Petitions for Review

Most actions that a Regional Water Board takes or fails to take, including issuance of WDRs, are subject to review by the State Water Board. Such review must be initiated by a petition from an aggrieved person within 30 days of a Regional Water Board's action or inaction or on the State Water Board's own motion at any time. Any petition for review from an aggrieved person shall contain all of the information required by CCR Title 23, §2050.

Once the State Water Board receives the petition, it is usually assigned to a staff person from OCC for processing. OCC staff generally reviews the petition for completeness. If the petition is complete, OCC staff typically sends out a letter indicating that the petition is complete. The "complete petition" letter notifies the Regional Water Board, the discharger, and interested parties that they have 30 days to file a response to the petition. Within this 30-day period, the Regional Water Board must also file the administrative record with the State Water Board. In some cases, OCC staff assigned to the petition may request a technical report. Technical staff typically has 90 days to write the technical report in response to the petition. OCC staff assigned to the petition may write a proposed dismissal memorandum at any point after receiving the petition or, alternatively, may draft an order, either with or without a technical report. If a draft order is prepared, it must be circulated for a 30-day public comment period. After comments are received, the State Water Board may take formal action at a Board meeting on the draft order. In general, the State Water Board must act on a petition within 270 days of the date of mailing the complete petition letter unless a hearing is held, the petitioner agrees to an extension, or the petition is held in abeyance. (See CCR, Title 23, §2050.5)

Certified Mail

Draft and adopted permits should be sent to the discharger via certified mail. Other interested parties should obtain the permit via the Internet or standard mail.

Rescinding Orders

For NPDES permits that will not be renewed, whether the nature of the discharge changes or the discharge ceases entirely, the Water Boards' NPDES managers have agreed to rescind all expired NPDES permits in order to terminate the WDRs that are part of the Orders.

Other permits may be rescinded at the request of the discharger if the discharger is terminating the discharge, or because another type of regulatory measure (e.g., WDRs for land discharge) is to be issued. Regional Water Board staff may choose to rescind multiple permits within one Board Order. Notice for Board Orders is ten days and should be sent to interested parties electronically, if possible, or by mail. Newspaper notice and public posting are not required for rescissions, with the exception of revocation for cause. However, for controversial items, the Regional Water Board will use its discretion on how to properly notify the public.

NPDES Program Identifiers

Order Numbers

Regional Water Boards assign their Order numbers using the following format: RZYYYY-XXXX. The Z is the placeholder for the Region number. The YYYY is the placeholder for the year and the XXXX is a chronological number that increases by 1 each time the Regional Water Board adopts an Order.

The State Water Board assigns its numbers using the following format: YYYY-XXXXDWQ. The YYYY is the placeholder for the year and the XXXX is a chronological number that increases by 1 each time the State Water Board adopts an Order.

Resolution Numbers

When the State or Regional Water Board adopts resolutions, the resolutions are given an associated number. These operate the same way as Order numbers and are assigned in the same manner.

NPDES Numbers

If a permit is issued to an NPDES discharger, there must be an NPDES number. NPDES permits should begin with the letters CA (for California). NPDES numbers should be unique and should be assigned in chronological order.

Individual storm water permits should have an "S" as the third character of the permit's NPDES number (e.g., CAS000123). "Master" storm water general permits should have an "R" as the third character (e.g., CAR000123). Non-storm water general permits should have a "G" as the

third character (e.g., CAG000123). Individual NPDES permits do not need a letter as the third character (e.g., CA0000123).

Note: When a permit is renewed, the initial NPDES permit number carries over to the new permit.

Waste Discharge Identification (WDID) Numbers

A WDID is an 11-digit number that identifies a waste discharge facility. The first two digits represent the region and basin and are as follows:

Code	Description
1A	Klamath
1B	North Coastal
2	San Francisco Bay
3	Central Coast
4A	Santa Clara River
4B	Los Angeles
5A	Sacramento River
5B	Sacramento-SanJoaquin Delta
5C	San Joaquin
5D	Tulare Lake
6A	North Lahontan
6B	South Lahontan
7A	West Colorado River
7B	East Colorado River
8	Santa Ana River
9	San Diego

The numbers that follow are the county numbers, associated with the county, which are listed alphabetically (1 for Alameda, 2 for Alpine....58 for Yuba). The Regional Water Board assigns the last seven digits.

Note: Upon permit renewal, the WDID carries over to the new permit. If a discharger is covered under a State Water Board's general stormwater permit, they will have a separate WDID for the stormwater discharge.

California Integrated Water Quality System (CIWQS)

CIWQS is a computer system for the Water Boards to track information about places of environmental interest, manage permits and other orders, track inspections, and manage violations and enforcement activities. CIWQS includes an electronic Self Monitoring Report

(eSMR) tool for submission of monitoring reports via an Internet Web site. This tool allows the regulated community to input its monitoring data directly into CIWQS. CIWQS also includes a Sanitary Sewer Overflow (SSO) module where dischargers report spills electronically.

State/Regional Water Board staff is responsible for entering data, maintaining records, and conforming to the established business rules. Regional Water Board staff is also responsible for reviewing data submitted by the dischargers via the eSMR tool and the SSO tool.

Compliance

Regional Water Boards are responsible for ensuring that dischargers maintain compliance with their NPDES permits. To accomplish this, staff performs inspections and reviews discharge monitoring reports. Staff must file documentation including inspection forms, photographs, and correspondence with the discharger in the case file.

Refer to Chapter 4 of the APM for more information.

Complaints

Staff must respond to all complaints involving threats to water quality in an expedient manner. Staff must document complaints, perform the appropriate follow-up (site inspections; referral to, or notification of, other regulatory agencies; corrective actions; enforcement actions; etc.), and notify the complainant, as appropriate, of findings and subsequent actions. Refer to Chapter 5 of the APM for more information.

Enforcement

Chapter 6 of the APM discusses the Enforcement Policy and appropriate enforcement action. The Enforcement Policy discusses the different types of violations and how to determine “priority” violations to help manage workload. It differentiates between formal and informal enforcement actions and between monetary and project-based penalties. It is the responsibility of Regional Water Board staff to maintain a case record, take timely and enforceable actions, and prepare enforceable orders for Regional Water Board adoption.

The Enforcement Policy is being incorporated into this APM by reference. This incorporation by reference is prospective including future changes to the Enforcement Policy as the changes take effect. Thus, it is imperative that Regional Water Board staff use the most current version of the Enforcement Policy.